

The Constitution of the Sydney University Wind Orchestra

1. Name:

The name of the society shall be:

The 'Sydney University Wind Orchestra' (SUWO).

2. Aims:

2.1 The aims of the society shall be to:

1. To provide an opportunity for woodwind, brass and percussion players to rehearse and perform in public.
2. To foster an appreciation of wind orchestra repertoire amongst the students at Sydney University.
3. To encourage a social atmosphere within the group.

2.2 The society will undertake the following activities to achieve these aims:

1. Providing members of the society with access to relevant sheet music.
2. Holding regular rehearsals.
3. Scheduling various performances throughout each semester.

3. Membership

3.1 The classes of membership shall be

i. Ordinary Membership

All members of the University of Sydney Union shall be eligible for *Ordinary Membership* of the society. Any *Ordinary Member* shall hold one vote at all meetings and elections of the society at which they are present.

ii. Associate Membership

Persons other than those who qualify for *Ordinary Membership* may have *Associate Membership* conferred upon them by an Ordinary Meeting of the society. *Associate Members* are not eligible to hold Executive positions, vote in elections or vote at meetings of the society.

3.2 Upon payment of a subscription fee, a person shall be deemed an *Ordinary Member* or *Associate Member* of the society and henceforth bound by its constitution.

3.3 The subscription fees for membership shall be:

- *Ordinary Membership* \$5.00
- *Associate Membership* \$2.00

4. The Executive

4.1 The Executive of the Society will consist of the following

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Librarian
- vi. Publicity Officer
- vii. Personnel Officer
- viii. Social Coordinator

4.2 The Executive will have the power to manage the Society in accordance with the Constitution.

4.3 Attendance of *Executive Members* at Ordinary and General meetings is obligatory. Any *Executive Member* who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote at an Ordinary Meeting.

5. Duties of Executive Members

5.1 The President shall

- i. Plan the Society's activities in consultation with the Executive
- ii. Liaise with the Executive and any Committees formed by the Society
- iii. Ensure an adequate handover, including any documents and materials to the following executive.

5.2 The Vice-President shall

- i. Deputize for the President

5.4 The Secretary shall

- i. Conduct the correspondence of the Society
- ii. Book meeting rooms for the society
- iii. Keep minutes of the proceedings of all Society meetings
- iv. Maintain the records and documents of the Society
- v. Maintain a list of current Members, in accordance with University of Sydney Guidelines
- vi. Maintain the Society's registration with the University of Sydney Union

5.3 The Treasurer shall

- i. Maintain the Society's finances in accordance with the 'Treasurer's Handbook' produced by the Clubs and Societies Office of the University of Sydney Union
- ii. Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society
- iii. Ensure an adequate handover, including any documents and materials to the following executive.

5.5 The Librarian shall

- i. Be responsible for the acquisition and maintenance of music scores and parts, including purchasing, hiring and borrowing new pieces, cataloguing existing pieces, photocopying practice parts, replacing missing parts and keeping records of borrowed parts.

5.6 The Personnel Officer shall

- i. Ensure players are available to perform every part
- ii. Record rehearsal attendance
- iii. Find additional players when necessary

5.7 The Social Coordinator shall

- i. Arrange social events such as barbeques and other functions
- ii. Provide tea/coffee and biscuits for rehearsal breaks

6. Ordinary Meetings

6.1 The Society will hold an ordinary meeting at least once every four weeks.

6.2 Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the *Ordinary Members* of the Society.

6.3 At least seventy two (72) hours notice of the time and place of an Ordinary Meeting shall be given in one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

6.4 The President shall chair Ordinary Meetings. In the Absence of the President, another Executive Member will chair the Meeting.

6.5 Quorum at Ordinary Meetings shall be five (5) Ordinary Members if the Society's current membership is no greater than seventy (70) Ordinary Members, or ten (10) Ordinary Members if the Society's membership is greater than seventy (70) Ordinary Members. Quorum must not include less than three (3) Executive Members.

6.6 The agenda for an Ordinary Meeting shall include

1. Apologies and leaves of absence
2. Minutes of the previous meeting
3. Business arising from the minutes
4. Correspondences
5. Reports of *Executive Members*
6. General Business

6.7 An Ordinary Meeting of the Society has power to carry motion relating to the affairs of the Society by a simple majority vote of those members present and voting, including:

- i. giving direction to the Executive
- ii. determining the use of the finances and other assets of the Society
- iii. instituting Committees for any purpose of the Society and co-opting Society members onto any Committee.
- iv. dismissing *Executive Members* under 4.3 of the Constitution

7. General Meetings

7.1 The Society shall hold General Meetings as required

7.2 The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of Ordinary Members of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.

7.3 Except as provided in Clause 10, the Secretary shall give at least seven (7) days notice of the time and place of a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail out (as defined in Clause 6.3) to all members.

7.4 Quorum at General Meetings shall be the lesser of one third of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case, the meeting shall stand adjourned until the same day in the next week, at the same time and place. If, at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. The Secretary shall give fresh notice of such an adjourned meeting.

7.5 The procedure at all meetings shall follow the normal rules of debate.

7.6 The agenda for a General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of previous meeting
4. Business arising from the minutes
5. Correspondences
6. Motions on notice
7. Reports of *Executive Members*
8. Other reports
9. General business
10. Date of the next meeting

7.7 A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the society by a two thirds majority of those members present and voting:

1. granting *Honorary Membership*
2. filling vacancies on the Executive
3. repealing motions and the effect of motions carried at an Ordinary Meeting
4. amending the Constitution
5. dismissing Executive Members for reasons other than that in 4.3 of the Constitution, provided that the Executive Member is given reasonable right of reply
6. dissolving the Society

8. Annual General Meeting

8.1 The Society shall hold an Annual General Meeting annually in the month of March.

8.2 The Annual General Meeting shall be convened for the following purposes:

- i. to receive a report and statement of accounts for the preceding financial year
- ii. to elect an Executive for the ensuing term
- iii. to transact any other business, notice of which shall be duly submitted by the Secretary

8.3 The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out (as defined in Clause 6.3) to all members.

8.4 The Annual General Meeting shall be held between nine hundred hours (9am) and twenty one hundred hours (9pm) at a place on a Campus of the University of Sydney. The Annual General Meeting shall

be chaired by the President or an Executive Member not standing for re-election.

8.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.

8.6 The agenda for the Annual General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondences
6. Motions on notice
7. Annual Reports
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Other Executive Members
8. Election of the Executive
9. General Business

9. Elections

9.1 The Executive shall be elected at the Annual General Meeting in the month of March each year.

9.2 Only Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership, shall be eligible to be candidates for election or to vote in the election.

9.3 The term of the Executive shall commence immediately following the close of the Annual General Meeting and conclude at the close of the Annual General Meeting in the following year.

9.4 The President shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out (as defined in Clause 6.3) to all members. The notice shall state:

- i. the day on which the nominations open, which day shall be at least fourteen (14) days before the day of the election
- ii. the day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur
- iii. the time, date and venue of the election

- iv. that only Ordinary Members and Honorary members, who would otherwise be eligible for Ordinary Membership shall be eligible to be candidates or to vote

9.5 In order to stand for election, nominees must accept nomination

9.6 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

9.7 The Clubs and Societies Programme Coordinator shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

9.8 Voting shall be by secret ballot, and shall be 'First Past the Post'.

9.9 The General Body of the Society may, in a General Meeting, elect any Ordinary Member of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy is understood to be when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.).

10. Alteration to the Constitution

10.1 This Constitution may be amended by a two-thirds majority of those members present and voting at any General Meeting, provided that:

- i. written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting
- ii. the said changes do not contravene University of Sydney or University of Sydney Union guidelines
- iii. the Secretary has given notice of those proposed changes to all members through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out (as defined in Clause 6.3) to all members.
- iv. a copy of the amended Constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Programme Coordinator at the University of Sydney Union within fourteen (14) days of the meeting
- v. the amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

10.2 Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

11. Property and Finances

11.1 All property of the Society shall be vested in the Executive, and shall be dealt with in such a manner as directed by the Society in an Ordinary Meeting.

11.2 The Society shall maintain a bank account.

11.3 All payments of the Society shall be by cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.

12. Dissolution

12.1 The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If, on the dissolution there remain any monies or property, they shall be transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.

12.2 The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail out to all members. (A mail-out is understood to include communication by e-mail).

13. Recognition

13.1 The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered society of the University of Sydney Union.

This Constitution was adopted on the _____ day of _____
2004.

President's Signature _____

Secretary's Signature _____